

Policy Number: 1150

Policy Name: Hiring Incentives

Responsibility for Maintenance: Human Resources

Effective Date: February 5, 2016

Last Updated: August 15, 2023

I. Policy Statement

It is the policy of Richard Bland College (RBC) to offer a hiring incentive to prospective employees when needed to enhance the College's ability to attract high quality individuals. A hiring incentive is a one-time payment of up to \$5,000 offered to individuals who are newly-appointed to eligible positions within RBC if it has been determined that the position is likely to be difficult to fill in the absence of an incentive and/or to offset the cost of moving and relocation expenses. Payments for this purpose require the recipient to return a signed repayment agreement requiring a specific term of employment and quality of work. The payments will not be made until employment has begun.

II. Reason for Policy

Hiring incentives serve as a critical compensation tool for attracting high quality individuals. This policy provides authority and guidance for such payments.

III. Applicability of the Policy

This policy applies only to employees hired as Instructional or Administrative & Professional Faculty on a full-time basis.

IV. Related Documents

- [RBC Sign-on Bonus Agreement](#)
- [DHRM Exceptional Recruitment and Retention Incentive Options](#)

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Department of Human Resources	Director of Human Resources	804-862-6100 Ext. 6409	rbchr@rbc.edu

V. Procedures

- A. With consultation from the President's Office and Human Resources, the College may offer a sign-on bonus as an incentive to prospective employees. The hiring department is responsible for funding sign-on bonuses. A sign-on bonus may be appropriate if at

least one of the following criteria is met for a position that is critical to the mission of the institution:

1. RBC is competing with another prospective employer, i.e. there is an active, competing offer from another organization.
2. The candidate is uniquely qualified or will fill a highly technical or specialized role.
3. RBC seeks to bridge any differences in base compensation, such as candidate salary expectations vs. what can be supported, that manifest during the search process.
4. Moving and relocation expenses need to be offset (i.e. an individual is relocating from greater than 50 miles away).
5. Standard industry practice dictates sign-on bonuses for the type of position.

B. Requests to award a sign-on bonus should be submitted as part of the candidate's Request to Offer paperwork by attaching the **Sign-on-Bonus Agreement**:

1. The hiring department must complete all information listed on the Sign-on-Bonus Agreement.
2. All sign-on bonuses require approvals from the hiring manager, respective unit head, Chief Business Officer, and the President.
3. The Sign-on Bonus Agreement must be signed by all applicable parties and is required in order for Human Resources to process the bonus.
4. Bonus installments will be included with salary payments in regularly scheduled pay periods.
5. In order for the bonus payment to be made upon hire, the required new hire forms must be submitted to Human Resources in a timely manner.